



**VACANCY – Australian High Commission
Assistant Program Manager – Scholarships and TVET
Closing Date – 25 May 2018**

The Australian High Commission would like to fill the position of Assistant Program Manager – Scholarships and TVET. The position is fulltime for an initial period of one year commencing in late June 2018. The position includes a competitive salary and related training opportunities for the successful applicant.

Main responsibilities include, but not limited to:

- Manage the scholarships application, selection and mobilisation process in consultation with the Government of Nauru (GoN)
- Assist the Nauru Department of Education to implement Technical and Vocational Education and Training-related policies and programs, including access for people with a disability and work with the GoN to increase access to the Australia-Pacific Technical College (APTC) for Nauruans
- Build and maintain contacts within Nauru, Australia and the Pacific supporting scholarships and TVET programs (USP, APTC, Queensland TAFE, others)
- Manage a contract including financial processing, monitoring and reporting
- Prepare and update guidelines, policies and correspondence and assist with the day-to day administration of the aid program, including systems support



Position Description

Assistant Program Manager – Scholarships and TVET

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| TITLE | : Assistant Program Manager – Scholarships and TVET |
| POST | : Australian High Commission in Nauru |
| POSITION LEVEL | : LE4 |
| SUPERVISOR | : Deputy Head of Mission |
| SALARY | : Starting salary \$15,235 a year |

Under general direction, the Assistant Program Manager will manage aspects of the administration, operations and service delivery in support of the Australian Government's development cooperation program in Nauru.

Selection Criteria

The successful applicant should have demonstrated ability to:

- Experience in the use of financial management systems
- Experience in program or project monitoring, evaluation and reporting
- Fluency in written and spoken English (required) and Nauruan (desirable)

How to Apply

Interested persons should submit an application which must include:

- a) A one page statement showing how you meet the selection criteria and why you think you are suitable for the position;
- b) Your CV containing all relevant details about you, including contacts details;
and
- c) Telephone and email contact details of two referees and their relationship to you (previous employer, volunteer supervisor, etc).

Clearances – Employment is conditional on satisfactory completion of police and medical clearances. Applications must be delivered to the Australian High Commission at MQ45, NPC Oe in Aiwo District or emailed to angus.hinton@dfat.gov.au by 4.00pm on Friday, 25 May 2018.